TO: Certificated staff and classified administrators

FROM: Debbie Leighton

DATE: June 17, 2015

SUBJECT: Tuition reimbursement

Just a reminder that tuition reimbursement for the 2014-15 school year will need to be received by Friday, September 11, in order for the business office to close their accounts for the 2014-15 school year. Please forward the Payment Request by Warrant forms, with appropriate documentation, to Lora Sargent, human resources.

For certificated staff who elected to move monies from their TRI Supplemental Contract to their tuition reimbursement account, please remember that if a claim is not made by this September deadline, all remaining monies will be forfeited.

Don’t forget to attach receipts and grade reports/verification of course completion to the Tuition Reimbursement form. If you have any questions, please contact Lora at 4916.

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Copy to:
Troy Dammel
Lora Sargent
Lee Barlow